



**PERIVALE**  
PRIMARY SCHOOL

# Class Dojo Policy

Committee with oversight for this policy – Standards Teaching & Learning	
Policy to be approved by the Headteacher	
Policy last reviewed by the Standards Teaching & Learning Committee	14/07/2023
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Policy / Document due for review	July 2024

# **Perivale Primary School**

## **Class Dojo Policy**

### **Introduction**

ClassDojo is an online tool which offers many useful features including:

Behaviour management, parent/carer and teacher communication as well as class/school newsfeeds. Perivale Primary School will use ClassDojo as a positive reinforcement for behaviour and to showcase the learning taking place in classrooms.

- 1.2 ClassDojo is free and works on any iOS/Android/Kindle Fire device or web browser. Parents/carers can also read all Class Story posts in their preferred language instantly.
- 1.3 In order for the system to work efficiently and effectively, this document will highlight the stipulations around use from teachers and parents/carers in order to keep ClassDojo as a positive tool.
- 1.4 These stipulations will be annually reviewed during and after implementation of ClassDojo to reflect the values of the school.
- 1.5 ClassDojo is compliant with the GDPR and parents/carers give permission for the school to process their child's data on the system when they complete the data processing consent form. All information on ClassDojo is private between teachers, parents/carers and students. Information is never sold and ClassDojo permanently deletes students' personal information when they stop using ClassDojo. Teachers, parents and students can always access and delete their information at any time.

### **Aims:**

1. To establish more effective communication links with parents.
2. To support positive behaviour for learning

### **How does Class Dojo work?**

- 2.1 We use the ClassDojo App to communicate securely with parents/carers about their children's learning online. The app offers a Facebook style interface which manages the flow of frequent information from school to home.
- 2.2 Parents/carers are sent a passcode which connects them to their child's account - we use ClassDojo from Year 1 all the way through to Year 6.
- 2.3 Pupils will have the opportunity to login to their own area of ClassDojo and change their avatar (monster) as well as view their points. Please note, children do not have access to use messaging services through ClassDojo.

- 2.4 It provides an easy way for you to join the conversation. It is secure and personal to our school and provides information in an easy to use format similar to Twitter and Facebook.
- 2.5 We will use ClassDojo to keep in touch with you about class/year group events, send reminders and send celebratory messages about learning.

Class Dojo has three main elements that we will be using:

- **Digital Sticker points** - Pupils will collect Dojo points from staff members when they show positive behaviours linked to our values and school rules such as being: Resilient, inclusive, Respectful and aiming high Please see our Behaviour Policy for further details.
- **Class Story** - general class news and celebrations, reminders and updates.

### Teachers and ClassDojo

- 3.1 All staff using Class Dojo will communicate to parents regarding learning going on in class and to celebrate any achievements. Teachers will not be using Class Dojo to communicate with parents about their children and will communicate with parents according to current school procedures. Parents are welcome to leave comments about the learning happening but staff are not expected to respond.
- 3.2 Teachers will provide 1 communication per week.
- 3.3 Teachers are expected to access their Class Dojo account via the website [www.classdojo.com](http://www.classdojo.com).
- 3.4 Teachers are encouraged to post updates on their class page. This may include reminder posts about swimming/PE days/homework deadlines and other important class events such as trips or assemblies. In addition, celebrations of work will be shared via the class page.
- 3.5 Teachers will only use the first names of the children when posting pictures or messages on ClassDojo (and may, on occasions, use the first initial of a child's surname also if there is more than one child that shares the same first name within that class).
- 3.6 It is not expected that teachers will need the app on their mobile device, as we must consider the impact this may have on their personal time.
- 3.7 Teachers will not engage in any conversations about personal matters via the class page or the messaging service, or get into lengthy discussions. If a message from a parent requires more than a simple response then a phone discussion is more appropriate.
- 3.8 Teachers must make themselves fully aware of the children who are in LA care or who do not have permission to have their photographs shared on Class Dojo, and ensure that these children do not appear on Class Dojo.

- 3.9 Teachers will not share content published on ClassDojo on their personal social media accounts due to a breach of privacy.

## Parents/Carers and ClassDojo

- 4.1 Parents/carers can use a generated invite code in order to link with their child's class, either through the use of the smart phone app or website.
- 4.2 Only parents/carers or legal guardians will be given access codes to ClassDojo. It is expected that up to two parents will be linked to a child's account; any additional adults will only be accepted in special circumstances.
- 4.3 Parents/carers should not message teachers and teachers will not be expected to respond.
- 4.4 Parents/carers also should not use ClassDojo to message any other members of the school staff. If messages are sent, they will not be responded to.
- 4.5 Parents/carers should not use Class Dojo as a messaging tool. Should parents/carers have enquiries about the progress of their child on any level, they should arrange a meeting with class teachers to discuss any questions they may have.
- 4.6 The following matters should **always** go through the school office and will not be responded to by teachers:
- Absence (such as medical appointments)
  - Sickness
  - School dinner enquiries
  - Complaints
  - Urgent messages (e.g. collection of children)
- 4.7 If parents/carers do not wish for their child's photographs, digital recordings or work samples to be published on ClassDojo they must inform the school office.
- 4.8 Parents/carers cannot share photographs, messages or work samples published on ClassDojo on their personal social media accounts due to a breach of privacy. Parents/carers who share private or confidential material or information may be removed from ClassDojo.
- 4.9 Parents/carers will recognise that ClassDojo is a means to share positive understandings of classroom and whole school learning. It should not be used to compare students work samples, digital recordings or photographs.
- 4.10 Parents must be polite and respectful when messaging teachers or commenting on the class news feed. Any inappropriate comments will be removed/blocked and the service may be removed.
- 4.11 Parents and teachers will agree to follow the Parent User Agreement Form (appendix 1) before using Class Dojo.

**Parents who do not use the messaging system correctly will be given one warning before being taken off ClassDojo.**

**Leadership Responsibilities:**

- 5.1 Monitoring of the policy will be by Senior Leaders who can view each Class Dojo page at regular intervals to ensure the policy is being adhered to, and address any misuse with the relevant parties.
- 5.2 Senior Leaders will regularly review the use of Class Dojo to ensure it is effective in achieving the aims of this policy.

**Links with other policies:**

- Behaviour policy
- Child protection policy and coronavirus addendum to our child protection policy
- Data protection policy and privacy notices
- ICT and internet acceptable use policy
- E-Safety policy
- Remote Learning Policy

# Appendix 1

## **Class Dojo Parent User Agreement Form**

Parents/Carers must agree to the following in order to be invited to join Perivale's Class Dojo account.

- ✓ I have read and understood the school's Class Dojo Policy.
- ✓ I give permission for my child to use Class Dojo.
- ✓ I agree to the school posting pictures of my child, their work and positive comments about my child on Class Dojo, which could be viewed by other members.
- ✓ I am aware that all images posted on Class Dojo remain the property of Perivale Primary School and should not be reproduced. I agree not to copy or reproduce images, e.g. as screen shots, or post them on social media.
- ✓ I agree that any messages or information I send to the school will be positive, respectful and in keeping with the positive spirit of Class Dojo and the school policies. I understand that teachers will only access Class Dojo to showcase my child's learning in school and that I will contact the class teacher according to current school procedure.
- ✓ I agree not to post negative messages or raise serious concerns on the Class Dojo site. Should I have any complaints or concerns related to my child's education or care, I agree to raise the issue using the stages identified in the school's Complaints Procedure and Policy. (Note – This policy is available on the school website or in person from the school office.)
- ✓ I agree not to share my password with anyone.
- ✓ If I have any concerns, queries or questions regarding Class Dojo or any content posted on the site, I will raise them with an Assistant Headteacher or the Headteacher.

When using Class Dojo you will be subject to the Privacy Policy and any posted guidelines, policies or rules applicable to specific features of the Class Dojo Website or ClassDojo App. Details of the policy can be found on <https://www.classdojo.com/en-gb/terms/>

ClassDojo is a U.S. based company, so pupil data may move outside the EU. As such, in compliance with GDPR, parents need to be informed of this fact and give consent for this. The School has updated its privacy notice to acknowledge that this data is moving outside the E.U. and will also maintain a data impact assessment on ClassDojo. Parents should be aware of the ClassDojo privacy notice and information regarding security measures for outside the U.S. Class Dojo complies with the EU – U.S. Privacy Shield Framework. The privacy shield is a framework that governs how data is transported safely and securely between the EU and US and has been developed by both sides. To learn more about the Privacy Shield program, and to view ClassDojo certification, please visit <https://www.privacyshield.gov/>

With respect to personal data received or transferred pursuant to the Privacy Shield Frameworks, ClassDojo is subject to the regulatory enforcement powers of the U.S. Federal Trade Commission. In certain situations, ClassDojo may be required to disclose personal data in response to lawful requests by public authorities, including to meet national security or law enforcement requirements. For full details of the ClassDojo privacy notice and security measures outside the U.S. see:

- ✓ <https://www.classdojo.com/privacy/>
- ✓ <https://classdojo.zendesk.com/hc/en-us/articles/202028159-Security-measures-foroutside-the-U-S->

You may also be interested in watching the video in the link below which gives a brief, simpler explanation of some the security and privacy controls on ClassDojo.

<https://vid.ly/7d4i1b>

The School reserves the right to deny further access to the school's ClassDojo account in the event of violation of these terms.

Signed:

Date:

Parent of:

Class

## Appendix 2



# ClassDojo

When I use ClassDojo I will:

- show respect to my teachers and classmates
- be kind and friendly
- tell an adult if something worries or upsets me
- only use ClassDojo with permission from a parent/carer
- give positive feedback to my classmates' work
- only login to my account
- use appropriate language

